

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P. O. Box 269101
Sacramento, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #03-202
AIR TECHNICIAN VACANCY ANNOUNCEMENT #03-158A**

Contract Specialist

**70258000/A/B (Army) Officer
70328000/A/B (Army) Warrant Officer
70329000/A/B (Army/Air) Enlisted**

**GS-1102-09/07/05
\$38,936 - \$50,617 pa
\$31,830 - \$41,380 pa
\$25,697 - \$33,402 pa**

**ANNOUNCEMENT DATE: 14 August 2003
CLOSING DATE: 7 October 2003**

SELECTING OFFICIAL Supervisory Contract Specialist

**APPOINTMENT FEATURES: Excepted Service
Officer/Warrant Officer/Enlisted**

POSITION LOCATION: USPFO - San Luis Obispo, CA

**RECRUITMENT, RELOCATION BONUS OR ADVANCED IN HIRING RATE BASED ON
SUPERIOR QUALIFICATIONS MAY OR MAY NOT BE AUTHORIZED.**

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-09 POSITION
INDICATED BELOW, MAY BE CONSIDERED FOR GS-07/05 TRAINEE, IF QUALIFIED.
STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE
INDICATED.**

**CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS
POSITION AND VACANCY ANNOUNCEMENT #03-203C(Army) #03-159AC(Air). ONLY
ONE OF THE VACANCY ANNOUNCEMENTS WILL BE FILLED. REFERRAL AND
SELECTION WILL BE IAW TPM, ANNEX A.**

This position is located in the and Contracting Division of the US Property and Fiscal Office (USPFO). Incumbent is responsible for numerous contracting transactions such as conducting and/or participating in contract negotiation, supply and service acquisition, and construction. Initiates contracting actions from acquisition planning, solicitation actions, contract award, contract administration, to contract close out. Procures a variety of supplies, services, and construction projects to include facility modification, rehabilitation, maintenance and new construction.

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1. **AREA OF CONSIDERATION:** Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army/Air National Guard.

2. **CONDITION OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. **MILITARY GRADE AVAILABLE: OFFICER/WARRANT OFFICER/ENLISTED GRADE/AIR: ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. **EDUCATION AND EXPERIENCE REQUIREMENTS:** Qualification requirements for this position are from Defense Acquisition Workforce Improve Act and the Operating Manual for OPM Qualification Standards for General Schedule Positions.

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MANDATORY BASIC REQUIREMENTS FOR ALL GRADE LEVELS:

a. Have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees.

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AND

b. Have at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

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IN CONJUNCTION WITH THE ABOVE MANDATORY BASIC REQUIREMENTS, THE FOLLOWING IS THE MINIMUM QUALIFICATION REQUIREMENTS FOR EACH GRADE:

c. **GS-05** requires 3 years of general experience, 1 year of which was equivalent to at least GS-04 or a 4 year course of study above high school leading to a baccalaureate degree.

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d. **General Experience (for GS-05 positions):** Experience that demonstrated all of the following: Knowledge of procurement and practices and procedures; skill in obtaining, analyzing, and evaluating complex textual and/or quantitative information in order to make comparisons among alternatives or to make recommendations for corrections or improvements in processes, operations, or policies.

e. **GS-07** requires 1 year of specialized experience equivalent to at least GS-05 or 1 full academic year of graduate education or law school or superior academic achievement.

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f. **GS-09** requires 1 year of specialized experience equivalent to at least GS-07 or 2 full academic years of graduate level education or master's or equivalent graduate degree or LL.B or J.D.

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g. **Graduate Education:** Successful completion of graduate education that provided the knowledge, skills, and abilities necessary to do the work is qualifying for positions at the grades GS-07 through GS-09.

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h. **Specialized Experience** (for positions above GS-05): One year of specialized experience equivalent to at least the next lower grade level in the normal line of progression is qualifying for positions at grades GS-07 and above. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities (listed below) to perform successfully the duties of the position to be filled.

If selected as trainee, the appointee may be non-competitively promoted to GS-09/07 upon meeting full qualifications and recommendation of supervisor.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Knowledge of a variety of moderately complex contracts and the use of applicable clauses and provisions.

b. Knowledge of contracting regulations, procedures, and policies.

c. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.

d. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.

e. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

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EXCEPTIONS: The mandatory basic requirements do not apply to any employee who:

- a. On 1 October 1991, had at least 10 years of experience in the acquisition positions, in comparable positions in other government agencies or the private sector, or in similar positions in which an individual obtained experience directly relevant to the field of contracting, or,
- b. Was serving in a GS-1102 position on 1 October 1993, and this would be a reassignment.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ARMY: O: 01A; WO: 011A; ENL: CMF 71, 92A, 92Y, 92Z. AIR AFSC ENLISTED: 6COX1.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE* INDICATED ABOVE. VETERANS PREFERENCE DOES NOT APPLY.

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

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PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.